

Immigration Casework In-Take Sheet

(For Congressional Staff Use)

This form is offered as a tool to assist you - the Congressional caseworker - in obtaining complete information regarding a constituent inquiry. The form should be attached to the inquiry as it is forwarded to the specific Bureau of Citizenship and Immigration Services office. Having complete information will assist the caseworker in responding to your request. If your local BCIS office already has a form in place, please continue to use their form.

ATTACH A SIGNED PRIVACY RELEASE FROM THE
CONSTITUENT FOR WHOM THE INFORMATION IS BEING SOUGHT

NAME OF CONSTITUENT: _____

NAME OF PETITIONER: _____

NAME OF BENEFICIARY: _____

OTHER NAMES USED: _____

DATE OF BIRTH: _____ COUNTRY OF BIRTH

ALIEN REGISTRATION # ("GREEN CARD #"):

RECEIPT #: _____

FORM FILED

_____ I-129	_____ I-485	_____ I-824	_____ N-600	_____ I-600
_____ I-130	_____ I-526	_____ N-400	_____ N-643	_____ I-600A
_____ I-140	_____ I-539	_____ N-565	_____ G-639	_____ I-131
_____ I-751	_____ I-765	_____ I-601	_____ I-612	_____ I-90

OTHER (SPECIFY): _____

WHERE FORM FILED: _____

PLEASE INCLUDE A BRIEF DESCRIPTION OF THE PROBLEM

CASE WORKER _____ PHONE # _____

CONGRESSIONAL MEMBER NAME
